

**INFORMATION ON APPOINTMENT TO CONSTABLE  
FOR SERVICE OF PROCESS:**

Persons interested in serving as a Constable of the City of Marlborough must obtain a license pursuant to MGL Chapter 41, Section 91B. The Mayor, who is vested with the authority to appoint Constables, determines the duration of the license.

If you are applying to renew a Constable license, you are advised to file your application in a timely manner to avoid a lapse in appointment.

1. Applicants are required to present a fee, which is non-refundable, to the City Clerk's Office **BEFORE** they can receive an application. The fee for the application is \$100.00, payable by cash or check only, made payable to the City of Marlborough.
2. Please read the application carefully, and type or print legibly all of the information requested. Incomplete and/or illegible applications will not be accepted.
3. All applicants: Fill-in all the information requested on the entire application, including the Consent to Release Information Concerning Employment, Military or Educational Records, the Criminal History Systems Board Public Records Request Information, and the REAP Attestation. Make sure that you attach copies of all documents that are required. If there is insufficient space to fill out the information requested, attach additional sheets as necessary. Make sure that you provide your signature where it is required.
4. Additional requirement for Marlborough residents: If you reside in Marlborough, complete the top portion of the Certificate of Good Standing, then proceed to the Collector's Office at Marlborough City Hall, 140 Main Street, to confirm that you have paid all of your taxes and fees and to obtain certification from the Collector.
5. Additional requirement for applicants who are already Constables in the City and are reapplying: If you are reapplying for appointment to the position of Constable in the City of Marlborough, you must also obtain certification from the Treasurer's Office at Marlborough City Hall, 140 Main Street, on the Treasurer's Certification of Payment Of Fees Under M.G.L. c. 41, Sections 95A & 95B.
6. Deliver all materials to the City Clerk's office by which the Clerk will send the materials to the Marlborough Police Department. The Chief of Police will make a recommendation to the Mayor.
7. If the Mayor approves your appointment/reappointment, the City Clerk's Office will notify you of your appointment and instruct you on how to be sworn in.
8. Before you can be sworn in, you will be required to provide the City Clerk with an ORIGINAL Constable Bond in the amount of \$5,000.00 valid for the term of your appointment.

9. If you are appointed, call the Human Resources Department of the City of Marlborough, 140 Main Street, at 508-460-3705 to schedule a time to obtain a Constable's Identification Card. Your visit to the Human Resources Department should be scheduled to take place after you are sworn in.

10. Note that under Massachusetts law, Constables who are appointed for the purpose of serving process are obligated to make quarterly payments to the Treasurer of the City of Marlborough at 140 Main Street. A copy of a blank statement form is included with the application. You are encouraged to make copies for your files. **Your ongoing appointment as Constable is subject to the timely receipt to these quarterly payments.**